

## APC New Program Proposal Guidelines (Revised as of ~~January, 2020~~November, 2021)

The nature of the APC review is to ensure due diligence in program planning. Programs subject to review are, broadly speaking, those that offer a major, minor, or certificate credential on the final transcript. We realize that new programs may differ in size, scope, resource needs, and potential revenue projections. For example, the amount of detail required for a new minor or certificate program that leverages existing resources will likely ~~be-require~~ much less ~~than-the~~ detail ~~required-than~~ for a new major degree granting program with significant internal or external resource needs or one that does not correspond to an existing program. As such, these suggested sections should be used to format and structure your proposal but should also be viewed as guidelines and not as strict requirements. Proposals should be reviewed and approved by the Chair of the Department and Dean of the College in which the program will be offered, the College Educational Policy Committee, or equivalent, the appropriate Faculty Body, and the Dean of the Library, prior to submitting the proposal to the APC. Applicants should be prepared to present their findings to the APC committee and answer questions. Please contact the chair of the APC and/or review the APC by-laws for further clarification and possible exemptions. Program proposals should include the following sections.

1. Program overview, rationale, and expectations – This section should include an overview of the program, a justification for the program as understood in the context and demands of the discipline and academic and institutional goals and plans of the University, and ~~should also~~ define program objectives and expectations.
2. External and internal market assessment – This section should include components relevant to the desired program target market(s). This section could cover such items as national, local, and regional demand for the program, competitive institutional benchmarks, employment opportunities, and projections and likelihood for new and current student enrollments. A survey of existing students is one means to provide an internal market assessment. If the sole target market is the current student population external assessment is not required.
3. Internal impact – This section should describe the impact on and support needed from other schools and programs. Support may include cognate courses to be provided by other units and possible cross-listings, duplication of existing courses offered by other campus units, and competition for students in other existing programs.
4. Program needs– This section should describe resource needs relevant to meeting the desired program objectives. Considerations may include such things as faculty numbers, current and future library holdings, instructional support and materials, facilities and classroom space, equipment and technology, and administrative needs. Depending-on-the size-and-scope-of-the-program-proposal, more-or-less-information-will-be-required. More information will be required for programs that are larger in scope and/or size as compared to smaller programs.

5. Program evaluation – This section should describe how the program will be evaluated, in light of the stated objectives and goals. Applicants should detail the need for any outside accreditation needed to open a new program or expand/modify an existing program.

6. Statements of support – Proposals should include: statements from the Chair of the Department and Dean of the College in which the program will be offered confirming adequate planning and resource availability; a statement from the Dean of the Library, after consultation with the library liaison to the unit proposing the new program, confirming that current and future library resources are available to support the program, evidence that the program has been reviewed and approved by the College Educational Policy Committee, or equivalent, and reviewed and approved by the appropriate Faculty Body. Programs requiring significant internal or external resources should also include a statement of acknowledgment from the Provost's office. For proposals that include courses from (or impact) multiple departments or programs (such as dual degree programs or interdisciplinary programs), a statement ~~of approval~~ from all the involved departments and programs that they have been consulted must also be included. If the programs consulted still have objections after consultation, the program chairs or directors should briefly describe those objections.